

Adjutant General's Department

12/2/2014

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified	Applications Developer II https://www.da.ks.gov/ps/pub/reginfo.asp?id=179321	KDEM/DOIT	Dec 17, 2014
Salina	1,2,3	Unclassified	Facilities Specialist https://www.da.ks.gov/ps/pub/reginfo.asp?id=179101	CFMO	Until Filled
Topeka	1,2,3	Unclassified	Law Enforcement Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=178897	JFHQ Security	Until Filled
Topeka	1,2,3	Unclassified	Resource Protection Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=178893	JFHQ Security	Until Filled
Topeka	1,2,3	Unclassified 999 hours	Resource Protection Officer-999'r https://www.da.ks.gov/ps/pub/reginfo.asp?id=178089	JFHQ Security	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1, 2, 3.

HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to stephanie.k.burdett.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

MEETING MINIMUM QUALIFICATIONS: In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link:
[http://www.kansastag.gov/AdvHTML Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

Application Developer II Kansas Adjutant General's Department – KDEM/DOIT Topeka, KS

Requisition # 179321 - Open until December 17, 2014 - Job Summary: Unclassified, Full-Time, 40 hours per week, \$23.31 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position will be the Applications and Web Developer for the Kansas Division of Emergency Management and other Adjutant General Divisions. This position writes, modifies, codes, tests, debugs and/or integrates applications; prepares system designs; develops web applications, with an emphasis on tying web page front ends to databases; develops new applications and embedded applications, etc. in order to independently deliver quality products that meet agency needs or work in a team to develop mission related applications. Position will manage the current production SharePoint environment for the agency, be responsible for the design, installation and day to day systems support for customers, manage the site layout and structure and modify user right assignments.

How will I be screened? (Required Qualifications): Requires an Associate's Degree in computer science or related field or 24 academic hours in computer science and/or 2 years' experience coding, testing and debugging, and documenting application programs, developing websites and working with Access and SQL database. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

Preferred Applicants: Will have the ability to obtain and accurately analyze information from users with varying levels of technical knowledge (high to low), solid knowledge and application of HTML, XML, ASP and .NET languages as well as Access and SQL databases; the ability to accurately prepare detailed workflow charts and diagrams that describe input, output, and logical operation, and convert them into a series of instructions coded in a computer language; have excellent verbal communication skills; the ability to effectively communicate with individuals with varying levels of technical expertise (high to low); the ability to establish and maintain effective working relationships with all levels of administrators, peers, and users of the various programs; the ability to work well in team settings; the ability to project a positive and professional image of the agency and section; and the ability to work with others under stressful conditions for extended periods of time; skill in applying the principles and methods for planning, updating, and integrating information system components; strong organizational skills and knowledge of project management techniques and tools sufficient to provide expert guidance on the implementation of emerging technologies; knowledge of the techniques and practices to implement fault tolerance on a diverse number of complex systems and applications in order to optimize functionality and service to the customer base; ability to handle multiple projects with tight deadlines; excellent oral and written communication skills; as well as the ability to present and explain technical information; knowledge of agency applications, operating systems and components, protocols, and the hardware and software used throughout the state in order to conduct system administration functions; knowledge of a wide range of IT standards, principles, concepts, methods, policies, and authorized approaches.

Facilities Specialist Construction Facilities Management Office- Salina, KS

Requisition #179101 - Open until filled - Job Summary: Unclassified, Full-Time, 40 hours per week, \$15.75 - \$21.26 per hour. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: The employee independently troubleshoots a problem or determines a facility maintenance, repair or construction problem solution, consults reference material if necessary, plans the materials and labor required, establishes a material list, performs the work. The employee must exercise a moderate amount of independent judgment. Incumbent will perform general maintenance in the following categories (but not limited to these categories):

- Complete interior and exterior finish work with paint, plaster, stains, tints or wall coverings.
- Complete carpentry and masonry repairs to match existing structure in appropriate finishes.
- Wall system construction/repair (including gypsum wallboard taping and finishing)
- Architectural hardware installation/repair to include combination lock setting via PDA.
- Grounds maintenance/tree and shrubbery care to include light mechanical repair of mowing systems.
- Window replacements to include proper trim and molding.
- Concrete placement/finishing
- Electrical wiring, trouble shooting and repair
- Replaces repairs or installs plumbing fixtures, faucets, valves, water heaters and related equipment.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

- Installs tests and calibrates HVAC controls (pneumatic and electronic) for valves, dampers, etc.
- Makes field modifications to sheet metal products when necessary to ensure proper installation and function.
- Services, repairs or replace electrical appliances, motors, fuses, switches and outlets in order to provide efficient and well maintained electrical service by selecting proper materials, reading electrical schematics and using electrical instruments and hand tools.
- Troubleshoot, maintain, repair and alter existing secondary circuits, electrical systems, fire suppression systems and recommends suitable electronic replacement. Installs new breaker panels, race ways, branch conduit and circuitry.
- Demonstrates competence at the master craftsman level in two or more crafts or trades. Reviewed annually by supervisor.

Physical ability to lift and move objects weighing up to 80 pounds is required. Physical and mental ability to pass a military driver's test is required. Physical and mental ability to work at heights up to 100 ft. is required. May be required to return to work or work additional hours on occasion, overtime

How will I be screened? (Required Qualifications): Five (5) year of experience in the mechanical or building trades, have the ability to read, interprets, and works from sketches, blueprints and specifications and to evaluate, analyze and resolve construction and mechanical problems. A proactive, flexible attitude toward working outside the incumbent's specialty area to achieve team goals is essential.

Preferred Applicants: Will demonstrates competence at the master craftsman level in two or more crafts or trades,

Performance Standards: To be successful, the expectation is that a candidate will be able to perform the essential functions of the position with limited supervision.

Law Enforcement Officer JFHQ – Security - Topeka, KS

Requisition #178897 - Open until filled - Job Summary: Unclassified, Full-Time, 40 hours per week, \$16.25 an hour with shift differential of \$.50 an hour for a total hourly rate of \$16.75 per hour. **Work hours:** Saturdays - Wednesdays, 3:45 pm - 11:45 pm. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position provides armed security base-wide, performs access control, asset protection & surveillance monitoring, and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

How will I be screened? (Required Qualifications): Graduate of Kansas Law Enforcement Training Academy or another state's equivalent training program, with current LEO certification. High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

Resource Protection Officer Joint Forces Headquarters Complex – Topeka, KS

Requisition #178893 - Open until filled - Multiple Positions –Job Summary: Position is a full-time, unclassified, state position, \$14.11 per hour with a shift differential or \$.50 for a total hourly rate of pay of \$14.61 an hour. **Work schedule** is Wednesdays - Sundays, 3:45 pm - 11:45 pm. This position is eligible for all benefits offered to State of Kansas employees. This position is open until filled so get your application in as soon as possible.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

How will I be screened? (Required Qualifications): High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

Preferred Applicants: Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. **(Applicants must designate armed security on employment application.)**

Resource Protection Officer – Temporary 999 Hour Position Joint Forces Headquarters Complex – Topeka, KS

Multiple Positions –

Job Summary: Position is a temporary 999 hours per year, unclassified with NO benefits, state position, and \$13.61 per hour. Work schedule to be determined. This position is open until filled so get your application in as soon as possible.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

Minimum and Preferred Qualifications: High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. **(Applicants must designate armed security on employment application.)** Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of **other State Vacancies** are available on the Internet, <http://da.state.ks.us/ps>.